United Nations ST/AI/2004/5

Secretariat

22 December 2004

Administrative instruction amending administrative instruction ST/AI/2001/2

Appointments of limited duration

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, amends administrative instruction ST/AI/2001/2, entitled "Appointments of limited duration" as follows:

1. Section 5.4 is replaced by the following:

> 5.4 Subject to the exigencies of service, leave must be taken within the period of the contract. However, if a contract is extended at the same mission or if the staff member is reassigned to another mission or if the staff member receives an appointment of limited duration within one month after the expiration of the previous appointment, accrued leave may be carried over into the next contractual period. A maximum of 30 days of accrued leave may be carried forward beyond 1 April of any year or may be commuted into cash upon separation.

2. To facilitate the transition to the new cycle, which will begin on 1 April 2005, any leave accumulated as of 31 December 2004 may be carried through 31 March 2005.

The present instruction shall enter into force on 1 January 2005.

(*Signed*) Catherine **Bertini**
Under-Secretary-General for Management

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